	INDIANA DEPARTMENT OF CHILD SERVICES	
	PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date:
	Section 14: Hearings	Version: 1

PROCEDURE

IC 31-37-5-8

Juvenile court submission of proposed service, program, or placement to department; approval or disapproval by department; emergencies; entry of order by juvenile court; appeal by department

Hearings:

The initial Placement Wizard requires that the hearing to legally remove the child be entered when creating the initial placement. On the Hearings tab, that hearing will be visible; it can be edited and/or the court order itself can be uploaded if need be. Additional hearings over the life of the case are entered on this tab.

Tuesday, June 25, 2013

CASE: - Basic Abby Action:

Case Information Services Placements **Hearings** Income Attachments Notifications (1)

HEARINGS: [Add Hearing](#)

Case Person Name	Hearing Date	Case Number	Hearing Outcome	Last Lived With Date	Create Date	Action
Basic Abby	04/09/2013		Removal Ordered and Child Placed in Out of Home Care	04/08/2013	06/17/2013	Edit <input type="button" value="X"/>

To edit the existing hearing information, click the blue “Edit” on the right hand side. To delete all information about the existing hearing, click the red X.

When adding additional hearings to the case, click on the blue “Add Hearing” and the data entry screen will pop up.

Case Hearing:

Hearing Information:

Hearing Date:* Court Case Number:

Selected Outcomes:

☐ Trial Home Visit Extended

☐ Trial Home Visit (for child in placement)

☐ Reasonable Efforts to Finalize the Permanency Plan (REPP)

Court Orders:

No records to display...

Hearing Date – use the calendar to set the date of the hearing and use the clock to set the approximate time of the hearing.

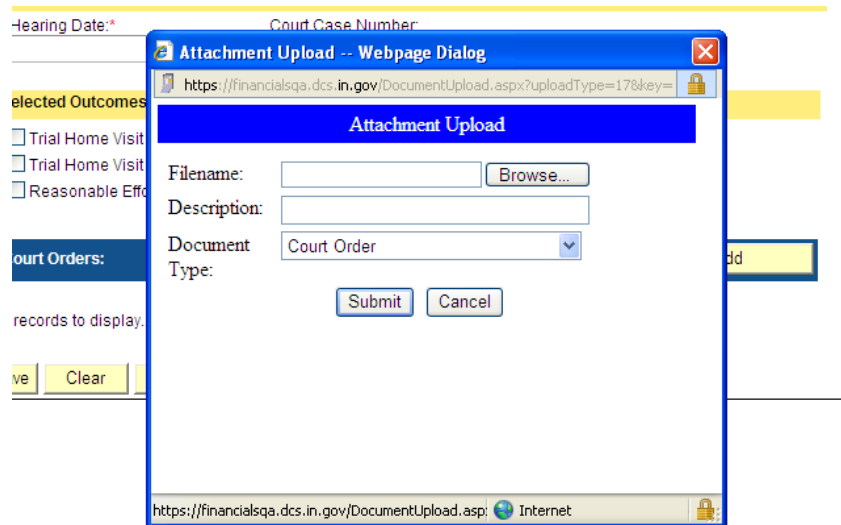
Court Case Number – not required, but the court case/cause number may be entered.

Selected Outcomes -displays a list of outcomes from which to choose:

- **Removal Ordered and Child Placed in Out of Home Care** – can only be selected once as a court outcome and is then disabled. It can be edited/unchecked from one hearing and then selected for another hearing, When the outcome is selected, two more questions will appear:
 - Who was the child legally removed from? A dropdown will display only household members from which to select. If the “household” was appropriately set up as the home from which the youth was legally removed, the necessary participant should be in the dropdown.
 - What is the date the youth last lived with this person? Enter date as mm/dd/yyyy. This date cannot be later than the initial placement date. If the time of the initial placement defaulted to 12 a.m., user will not be able to select the same date for the last lived with date - would have to choose the day prior. Best practice would be to edit the begin time on the placement so it accurately reflects when the youth was first placed and last lived with date is also accurate.
- **Trial Home Visit (for child in placement)** – This selection should be used at the very start of a trial home visit.
- **Trial Home Visit Extended** – Once a youth has been on a THV approaching six months, a new court hearing should be held to extend this arrangement for up to another six months. This outcome should be selected for those hearings.
- **Reasonable Efforts to finalize the Permanency Plan (REPP)** – once the youth has been detained/placed for approximately six months, a hearing should be held in order for the court to make a finding that the probation department is making efforts toward a permanent living arrangement for the youth. This finding indicates that the youth is not languishing in placement unnecessarily. Every six

months thereafter, included the time during which the youth is on a Trial Home Visit (THV), another finding of REPP should be made by the court until such time as the child's case is released from the court's jurisdiction.

Court Orders – Add - Court orders need to be attached for each hearing entered. Clicking “Add” on the blue bar will open the screen that allows a file to be selected from the user's hard drive by clicking “Browse”. Enter the document description in the text field, and click “Submit” to save to the application. A message screen will confirm that the document has been successfully uploaded.



The screenshot shows a web application interface with a modal dialog box titled "Attachment Upload -- Webpage Dialog". The dialog box has a blue header and a white body. It contains the following fields and controls:

- Filename:** A text input field followed by a "Browse..." button.
- Description:** A text input field.
- Document Type:** A dropdown menu currently showing "Court Order".
- Buttons:** "Submit" and "Cancel" buttons at the bottom.

The background web application shows a sidebar with a blue "Add" button under the "Court Orders:" section. The main content area has a header with "Hearing Date:*" and "Court Case Number:" fields, and a table with columns for "Selected Outcomes" and "Court Orders". The table has a "Clear" button at the bottom.

The attachment upload screen will close and on the hearing data entry screen, the user will see that the court order is now listed as an attachment to the hearing information. If an incorrect document has been attached, use the black X to delete it from this hearing.

Case Hearing:

Hearing Information:

Hearing Date:* 5/24/2013 11:00 AM Court Case Number:

Selected Outcomes:

☐ Trial Home Visit Extended
☒ Trial Home Visit (for child in placement)
☐ Reasonable Efforts to Finalize the Permanency Plan (REPP)

Court Orders: Add

Attachments [Create Date](#)

[Childs, Isaiah_012909 initial order - Allen CO.doc](#) 06/25/2013 X

Save Clear Cancel

On clicking “Save” the hearing information and the attachment will be saved to the Hearing tab. Clicking “Cancel” will close the new hearing screen and no data will be saved to the Hearing tab.

CASE: - Basic Abby Action: Add New Service Referral Go

Case Information Services Placements **Hearings** Income Attachments Notifications (1)

HEARINGS: Add Hearing

Case Person Name	Hearing Date	Case Number	Hearing Outcome	Last Lived With Date	Create Date	Action
Basic Abby	04/09/2013		Removal Ordered and Child Placed in Out of Home Care	04/08/2013	06/17/2013	Edit X
Basic Abby	05/24/2013		Trial Home Visit (for child in placement)		06/25/2013	Edit X

At any time, an individual hearing can be edited from this screen by clicking the blue “Edit” on the right hand side. To entirely delete the hearing, click the red X.